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8 January 1951

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STAFF CONFERENCE

Minutes of Meeting held in Director's  
Conference Room, Administration Building  
Monday, 8 January 1951, at 1100 hours

General Smith Presiding

Present

William H. Jackson, Deputy Director, CIA  
Allen W. Dulles, Deputy Director, Plans  
Murray McConnell, Deputy Director, Administration  
Lyman B. Kirkpatrick, Executive Assistant to DCI  
[redacted] Executive Assistant to DCI  
[redacted] Advisor for Management  
James M. Andrews, Asst. Dir. for Collection & Dissemination  
Theodore Babbitt, Asst. Dir. for Research & Reports  
George G. Carey, Asst. Dir. for Operations  
H. Marshall Chadwell, Asst. Dir. for Scientific Intelligence  
[redacted] Asst. Dir. for Special Services  
William L. Langer, Asst. Dir. for National Estimates  
[redacted] Asst. Dir. for Special Operations  
[redacted] Asst. Dir. for Policy Coordination

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1. The Director stated that it was very important for all of the Assistant Directors to make sure that the security precautions taken in their offices were complete and thorough.

The Director indicated that he was available to see the Assistant Directors at any time and urged them either to telephone him or come to his office whenever he was not otherwise engaged. He stated that generally he would be difficult to see on Thursday and Friday. It was indicated that if the Assistant Directors ask [ ] he will arrange for them to see the Director or Mr. Jackson at the earliest possible moment.

The Director said that he wished to have it clearly understood what he meant by staff work. He stated that he considered the Assistant Directors to be his staff and used the analogy of a Special Staff in any large military headquarters. He stated that he desired to have the Assistant Directors coordinate all matters between themselves. He said that he wished each of them to have a Deputy who could act for him at any time, and that he considered it extremely desirable for each Assistant Director with a field staff to visit the field at least once or twice a year. He stated that his staff headed by Mr. Kirkpatrick could be compared to the Secretary of the General Staff in a military headquarters.

The Director stated that he envisaged the CIA senior representatives in overseas posts as being his personal representatives. He said that he believed these individuals should be kept fully informed of all developments in their areas, but were not to be in the chain of command between the Assistant Directors and their top representatives.

2. Mr. McConnell reported that the printing facilities of the agency were being centralized and that the result should be better and faster service.

Mr. McConnell introduced [ ] He explained that [ ] would be his assistant for covert matters and that [ ] would be his assistant for overt matters.

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3. Mr. Carey raised the question as to the status and desirability of continuing the Presentation Branch. He pointed out that 90 per cent of the presentations had been political and that henceforth this would be a major concern of the Department of State. Mr. Reber was instructed to explore this matter and make recommendations.

4. [ ] stated that briefings on the current situation would be held in the Situation Room in "Q" Building at 12:00 noon each Tuesday and Friday, commencing 9 January. These briefings will last approximately twenty minutes and the Situation Room can accommodate approximately fifty persons. It was suggested that Dr. Langer and appropriate members of his staff, and any other Assistant Directors or their designees, plan to attend these.

[ ] said that the Department of State is planning a regional conference in Ceylon on 26 February and asked who should represent the agency. It was decided that the representatives from the agency should be from the Office of Estimates. [ ] suggested, in this connection, that he hoped the principle could be established of CIA's being represented at conferences.

5. Dr. Langer inquired as to the status of the plans for having the Daily Summary prepared by another office. He stated that he was anxious not to lose the availability of important State Department cables. It was indicated that Mr. Reber was now discussing this matter with the State Department. [ ] stated that O/SS was preparing trial runs of a new all-source daily. The DCI stated that this should be circulated in the agency prior to discussion with the President and general circulation.

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